



Shelby County Government

A C Wharton, Jr.
Mayor

September 1, 2009

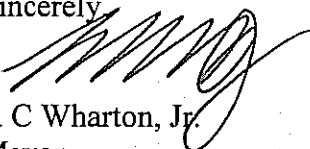
The Honorable Joyce Avery
Chairman, Shelby County Board of Commissioners
160 N. Main, Suite 450
Memphis, TN 38103

Dear Chairman Avery:

Pursuant to the rules and regulations governing the Shelby County Community Services (CSA) Community Advisory Board, I hereby nominate Janice A. Banks, Stacey Greenberg, Sherrell J. Lott, Sherman L. Holman for reappointment and Barbara J. Hulette, Rickey H. Hudson, Matt Okon-Ofua, and Eva E. Mosby for appointment. Term of service will begin upon Commission approval and expire on June 30, 2011.

For your use, biographical information is attached and approval of the Board of Commissioners will be appreciated.

Sincerely,



A C Wharton, Jr.
Mayor

ACW/lar

Enclosure

SUMMARY

I. Description of Item

This resolution nominates Janice Banks (BF), Stacey Greenberg (WF), Sherrell J. Lott (BF), and Sherman L. Holman (BM) for reappointment and Barbara J. Hulette (BF), Rickey H. Hudson (BM), Matt Okon-Ofua (BM), and Eva E. Mosby (BF) for appointment to the Shelby County Community Services (CSA) Community Advisory Board.

II. Source and Amount of Funding

III. Contract Items

A. Type of Contract – N/A

B. Terms – N/A

IV. Additional Information Relevant to Approval of this Item

Members of the Shelby County Community Services (CSA) Community Advisory Board are appointed for a term of two (2) years. This is the first term for Barbara J. Hulette, Rickey H. Hudson, Matt Okon-Ofua, and Eva E. Mosby. Janice Banks has been a member since 12/17/07, Stacey Greenberg has been a member since 7/11/05, Sherrell Lott has been a member since 10/22/07, and Sherman Holman has been a member since 12/17/07.

Board Members

<i>Appointments</i>	<i>Resolution Date</i>	<i>Expire Date</i>	<i>Member Since</i>	<i>Race</i>	<i>Term</i>
<i>S/C Community Advisory Board</i>					
Ms. Janice Banks	12/17/2007	06/30/2009		BF	2
Ms. Vernetta Eddleman	10/08/2007	06/30/2009	07/11/2005		2
Ms. Stacey Greenberg	10/08/2007	06/30/2009	07/11/2005	WF	2
Mr. Sherman Holman	12/17/2007	06/30/2009		BM	2
Ms. Sherrell Lott	10/08/2007	06/30/2009	10/22/2007	BF	2
Ms. Janice Mosley	10/08/2007	06/30/2009	07/11/2005	BF	2
Ms. Phyllis Phillips	10/08/2007	06/30/2009	07/11/2005		2

***The attendance records for the reappointed members to the
Community Advisory Board is listed below:***

<i><u>Board Member Name</u></i>	<i><u>No. of meetings</u></i>	<i><u>No. Attended</u></i>	<i><u>No. Absent</u></i>
<i>Janice Banks</i>	<i>8</i>	<i>7</i>	<i>1</i>
<i>Sherman Holman</i>	<i>8</i>	<i>6</i>	<i>2</i>
<i>Sherrell Lott</i>	<i>8</i>	<i>5</i>	<i>3</i>
<i>Stacey Greenberg</i>	<i>8</i>	<i>5</i>	<i>3</i>

Board/Commission

Division of County Government

Name: Janice A. BanksDate of Birth: 7/28/50 Race Black M F XBusiness Name: Small Planet Works, IncBusiness Address: 100 N. Main St, Ste 1029 Zip: 38103 Phone 901-521-1129E-mail jabanks@smallplanetworks.com Fax 901-521-1884Education: MBA, Ashford Univ.Name of Spouse: N/A Number of Children 1Home Address: 100 N. Main St, #701 Zip 38103 Phone 901-521-0943Resident of Shelby County 31 years.Have you ever been convicted of a felony? Yes No XI give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes X No

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

Pres/CEO, Small Planet Works, Inc. (SPW)SPW does business with Shelby County Gov't.

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

Bobbie Banks-Red, St Francis Hosp., SCEmployer does not do business w/ Shelby County Gov't.

Janice A. Banks
Signature

8/14/09

Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings No. Attend No. Absent

Disposition:

Approval Resolution Item #

**NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS,
AUTHORITIES OR COMMISSIONS**

Pursuant to Resolution #26 adopted July 26, 1993, as amended, each person who submits his or her name for nomination to serve on a board, authority, or commission subject to approval by the Shelby County Board of Commissioners shall submit a list of all private county, social, athletic or professional clubs of which that person is a member. In the event it is determined that any such clubs are discriminatory in choosing their members on the basis of race, sex, or religion, the Shelby County Board of Commissioners may use this information in voting to reject the nominee.

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 N/A
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 N/A
- 2 _____
- 3 _____
- 4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

- 1 N/A
- 2 _____
- 3 _____
- 4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes ☒ No

Submitted: Janice A. Banks
(Print Name)

Signature: Janice A. Banks

Date: 4/14/09

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. NAME

Tanice A. Banks

2. DATE OF GRATUITY

N/A

3. NATURE AND PURPOSE OF THE GRATUITY

N/A

4. NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY

N/A

5. NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

N/A

6. ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

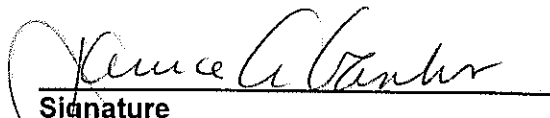
N/A

7. DESCRIPTION OF THE GRATUITY

N/A

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.


Signature

8/14/09
Date

Jaunce A. Banks
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

Janice A. Banks

Education and Certifications:

- MBA, Ashford University, 1983
- BS, Accounting, Howard University, 1972
- Adjunct Facilitator, Memphis Race Relations & Diversity Institute
- Executive Management Institute, Christian Brothers Univ., Memphis, TN
- President/CEO, Small Planet Works, Inc.

Experience:

Janice has over 25 years experience in process re-engineering, training, business systems analysis and quality improvement. She currently manages the organizational development and cultural competency initiative for the TN Department of Children's Services (DCS), and has designed and facilitated corporate-wide training at FedEx Corp., serving on the company's Diversity Advisory Board. She has been a training consultant with the Memphis Race Relations & Diversity Institute, Memphis Area Legal Services, Tennessee Leadership, Inc., and the Veterans Administration. As an experienced facilitator, Janice facilitated a recent retreat for the Shelby County Board of Commissioners.

Ms. Banks was the project manager for the Shelby County Election Commission's successful selection and implementation of a county-wide electronic voting system. She served as part of the team that developed Shelby County's Five-Year Strategic Financial and Management Plan (*The Efficiency Study*) in 2003.

On a national level, she consults with the National Association of Public Sector Equal Opportunity Officers and Morrison Management Specialists – one of the health industry's largest service providers and supply chain management suppliers. She is a published author on diversity-related issues and has served on the Board of Examiners for the Greater Memphis Association for Quality.

As President/CEO of Small Planet Works, Inc., Janice manages leadership development, training and supply chain management solutions. She has authored a number of articles on diversity in the workplace and total quality management (TQA). As a consultant to private- and public-sector clients, she has identified change management strategies for improved resource utilization and asset management.

Janice is Vice President of the Fair Housing Alliance of Greater Memphis (FHAGM), past President of the Board of Directors of the Tennessee Automotive Manufacturer's Association (TAMA), and a member of the Mississippi Automotive Manufacturer's Association (MAMA).

CSA

Board/Commission

Division of County Government

Name: Stacey GreenbergDate of Birth: 4/11/72 Race White M F XBusiness Name: MLGWBusiness Address: 2205 Main Zip: 38103 Phone 528 4821E-mail Sgreenberg@mlgw.org Fax 528-4147Education: M.A. AnthropologyName of Spouse: Warren Oster Number of Children 2Home Address: 2421 Autumn Zip 38112 Phone Resident of Shelby County 31 years.Have you ever been convicted of a felony? Yes No XI give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes X No

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

②

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

N/AStacey Greenberg
Signature8/14/09
Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings No. Attend No. Absent

Disposition:

Approval Resolution Item #

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 Jewish Community Center
- 2
- 3
- 4
- 5
- 6
- 7
- 8

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1
- 2
- 3
- 4

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 _____
2 _____
3 _____
4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes ☒ No

Submitted: Stacey Greenberg
(Print Name)

Signature: Stacey Greenberg

Date: 8/14/09

GRATUITY DISCLOSURE FORM
Shelby County Ethics Commission

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1. NAME

Stacey Greenberg

2. DATE OF GRATUITY

N/A

3. NATURE AND PURPOSE OF THE GRATUITY

N/A

4. NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY

N/A

5. NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

N/A

6. ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

N/A

7. DESCRIPTION OF THE GRATUITY

N/A

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

N/A

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Stacey Greenberg
Signature

8/14/09
Date

Stacey Greenberg
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

2094 Court Avenue
Memphis, TN 38104

901-720-2601
sgreenberg@mlgw.com

Stacey Greenberg

Experience

1989-present Memphis Light, Gas & Water Memphis, TN

Community Relations Coordinator

- Coordinates the On Track Program for payment challenged customers. Program focuses on budgeting education and energy conservation.
- Plans and organizes annual conferences for neighborhood and church groups.
- Conducts community research in various areas using surveys, interviews, and focus groups.

1993-1999 Memphis City Schools Memphis, TN

Parent Coordinator

- Served as a liaison between the refugee community and the Memphis City Schools. I identified new refugee families and assessed their needs. I collaborated with the (English as a Second Language) staff, teachers, school administrators, and staff of Refugee Services.
- Visited refugee parents at home to discuss their children's transition into the school system and provide counseling and mentoring.
- Visited schools to observe children and talk with ESL teachers and school administrators.
- Assisted with field trips, parent training classes, and summer school programs.
- Conducted surveys and interviews to collect data.

1997-1998 Catholic Charities Memphis, TN

Family Mentor

- Established rapport, conducted ethnographic interviews, and collected personal histories and recipes from 23 refugee women representing 10 different countries. This research was used to create a cultural cookbook. *The First Supper: Stories and Recipes from the Women Refugees of Memphis* was published by Catholic Charities in 1997.
- Coordinated the OB Partners program for pregnant refugee women. I assessed the needs of pregnant refugee women, recruited volunteers to partner with them, and made sure that women were well taken care of at doctor's appointments and in the delivery room. I solicited donations of baby clothes, strollers, and car seats.
- Conducted personal interviews to plan special programs based on client needs.

1994-1996 Peace Corps Cameroon, West Africa

Maternal/Child Health Volunteer

- Completed 12 weeks of intensive language, cross cultural, and health education training which included living with a Cameroonian family.
- Lived in a rural village where I served as a maternal/child health education specialist for the local health center. I coordinated health education animations, visited women in their homes, and worked with local nurses to educate the village on water sanitation issues, family planning, sexually transmitted diseases, and nutrition. I developed posters and hands on teaching tools.
- Acted as Special Projects Coordinator for Cameroon's Gender and Youth Committee. I coordinated fund raising events including selling a cookbook, a calendar, and t-shirts.

Education

1997-1999

University of Memphis

Memphis, TN

- Master of Arts, Anthropology
- Graduate Assistant 1998
- Teaching Assistant 1998
- Paper Accepted at the 1999 SIAA (Society for Applied Anthropology) Conference
- 4.0 GPA

1990-1994

Rhodes College

Memphis, TN

- Bachelor of Arts, Psychology
- Leadership Rhodes 1994
- Who's Who Among College Students 1994
- 3.2 GPA

Affiliations

Society for Applied Anthropology, Mid-South Association of Practicing Anthropologists, National Peace Corps Association, Corporate Volunteer Council, Park Friends, Inc, and Tucker-Jefferson Neighborhood Association

Interests

Attachment parenting, natural living, writing, and research

Board/Commission

Division of County Government

Name: Sherrell Lott

Date of Birth: 11-27-1954 Race Black M (F)

Business Name: Board of Probation + Paroles

Business Address: 32 Crum Zip: 38106 Phone 947-8642

E-mail Sherrell34bellSouth.net Fax _____

Education: B.S. Criminal Justice

Name of Spouse: Ronald Lott Number of Children None

Home Address: 5904 Melissa Woods Dr. Zip 38135 Phone 901-937-5377

Resident of Shelby County 23 years.

Have you ever been convicted of a felony? Yes _____ No ✓

I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes ✓ No _____

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

N/A

Sherrell Lott
Signature
8/23/2009
Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings _____ No. Attend _____ No. Absent _____

Disposition:

Approval _____ Resolution _____ Item # _____

Board/Commission

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 N/A
- 2 N/A
- 3 N/A
- 4 N/A
- 5 N/A
- 6 N/A
- 7 N/A
- 8 N/A

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 N/A
- 2 N/A
- 3 N/A
- 4 N/A

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

- 1 N/A
- 2 N/A
- 3 N/A
- 4 N/A

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes

☒ No

Submitted:

Shorell J. Lott

(Print Name)

Signature:

Shorell J. Lott

Date:

7-7-09

GRATUITY DISCLOSURE FORM**Shelby County Ethics Commission**

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1. **NAME**N/A2. **DATE OF GRATUITY**N/A3. **NATURE AND PURPOSE OF THE GRATUITY**N/A4. **NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY**N/A5. **NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**N/A6. **ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**N/AN/A

7. DESCRIPTION OF THE GRATUITY

n/a
n/a
n/a

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

n/a

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Sherrell J. Lott
Signature

7-7-09
Date

Sherrell J. Lott
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

SHERRELL J. LOTT

OBJECTIVE

To obtain a counseling position with a prominent organization that will utilize many years of experience and acquired skills while allowing opportunity for career advancement

EXPERIENCE

1991 - 1995, 2001 - present, TN Board of Probation and Parole, Memphis, TN

Probation/Parole Officer 3

- Prepare case records, reports, and counseling plans utilizing Personal Computer and agency Mainframe
- Conduct regular counseling sessions with adult offenders
- Supervise clients, curfew checks, fee collection
- Conduct random drug screens and required home visits
- Attend court and revocation hearings
- Attend staff meetings, conferences and training
- Evaluate progress of clients according to standards of supervision
- Liaison with local, state and federal agencies to conduct records checks on absconded offenders and aid in their apprehension

1995 - 2001, TN Board of Probation and Parole, Memphis, TN

Probation/Parole Officer 3, Day Treatment Center

- Facilitated group meetings with offenders covering Domestic Violence, Anger Management, Alcohol and Drugs, Moral Reconciliation Therapy
- Received Letter of Commendation 1996
- Received Certificate for Outstanding Service 1998

1988 - 1990, Tall Trees/CCA, Memphis, TN

Resident Supervisor(parttime position)

- Conducted individual counseling and intervention with youth diagnosed with educational, personal and emotional problems
- Counseled residents on behavior and consequences
- Enforced policies and prepared reports

1985 - 1988, TN Department of Correction, Memphis, TN

Juvenile Probation Officer 2

- Conducted counseling sessions with juveniles and their parents
- Prepared social histories per policy and as directed by Juvenile Court as well as individual program plans
- Conducted school visits and attended Juvenile Court hearings
- Transported juveniles as needed

EDUCATION

1974 - 1978 Delta State University, Cleveland, MS

- Bachelor of Science in Criminal Justice

1974 - 1978 State Technical Institute, Memphis, TN

- No degree conferred, elective hours

Certifications Received

- 2001 - Louisiana State University, Shreveport, LA

Moral Reconation Therapy, Domestic Violence

- 1995 - American Red Cross, Memphis, TN

Basic Fundamentals HIV/AIDS - Instructor

- 1993 - Middle TN State University, Murfreesboro, TN

Certificate of Completion, The TN School on Alcohol and Other Drug Studies

- 1991 - Shelby State Community College, Memphis, TN

Certificate, Substance Abuse Counseling

INTERESTS

Selective Service System Board, 2002 - 2005

Ambassador, Memphis Police Department, 2002 - present

Raleigh Neighborhood Watch, President, 2001 - 2004

5204 MELISSA WOODS DRIVE, BARTLETT, TN
(901) 485-3188

Approval _____ Resolution _____ Item # _____

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 BOLD (BROTHERS OFFERING LEADERSHIP & DEVELOPMENT) YOUTH DEVELOPMENT ORG.
- 2 ORG NATIONAL GUARD ASSOCIATION
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 N/A
- 2 _____
- 3 _____
- 4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

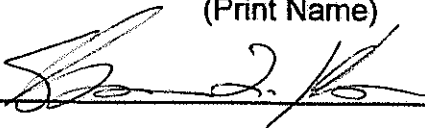
1 N/A
2 _____
3 _____
4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes ☒ No

Submitted: SHERMAN L. HOLMAN
(Print Name)

Signature: 

Date: 17 AUG 09

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

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1. NAME

N/A

2. DATE OF GRATUITY

N/A

3. NATURE AND PURPOSE OF THE GRATUITY

N/A

4. NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY

N/A

5. NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

N/A

6. ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

N/A

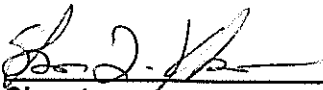
7. DESCRIPTION OF THE GRATUITY

N/A

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

N/A

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.


Signature

17 AUG 09
Date

SHERMAN L. HOLMAN
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

SHERMAN L. HOLMAN

8384 Trondheim Cv.

Cordova, Tn. 38018

Hm: (901) 624-0699

Cell: (901) 649-0225

HolFinServ@bellsouth.net

SUMMARY OF QUALIFICATIONS:

- National Association of Securities Dealers Licenses: Series 4,6,7,24,63.
- North American Securities Administrators Association License: Series 65.
- Life, Health, and Accidental Death insurance license in the state of TN/MS.
- Seven years of progressive sales, securities trading and understanding of global financial markets.
- Skilled at leading, motivating, and training staff to achieve goals while providing exemplary customer service.
- Five years experience performing and supervising accounting and audit type functions.
- Published comprehensive market analysis and feasibility reports for the development of healthcare facilities nationally.
- Commissioned officer in the Air National Guard with over ten years active duty service in the United States Air Force developing leadership skills and motivating airmen.
- Computer skills include Microsoft Word, Excel, Lotus 123, Outlook, and various software systems.
- Six years experience managing and restructuring distribution centers.
- Working knowledge of P&L responsibilities.

EMPLOYMENT

Financial Representative-Holman Financial Services

Jun 2003-Present

Performs comprehensive financial planning for individuals and business owners utilizing complex and highly technical analysis. Conducts routine client account reviews to maintain appropriate investment objectives. Provides financial workshops and seminars covering all levels of financial planning. Conducts market analysis and feasibility studies to determine financial sophistication within target market areas.

- Over 9 years experienced within the financial services industry.
- Certified Long-Term Care representative TN/MS/AL/IL.
- Licensed/registered stockbroker and financial advisor.

Financial Center Manager, E*Trade Financial, Inc.

Feb 1999-May 2003

Responsible for the planning and execution of corporate strategy to provide physical locations (E*Trade Zones) nationally. Developed training curriculum, recruited staff, and performed as the managing principle. Audited customer deposit logs for brokerage and bank accounts daily. Performed routine procedural inspections on all assigned brokers and principals to ensure compliance with regulatory requirements. Performed end of month and annual procedures in accordance to regulatory compliance. Implemented safeguard procedures for secure areas and sensitive customer information. Handled and resolved complex escalated customer issues: monitored and trained licensed & non-licensed associates; measured sales associates performance through monthly defined sales production along with reviewing associates quarterly

performance. Reviewed customer financial statements and provided guidance on new account and account transfer procedures. Sought out suitable marketing initiatives for several regions. Negotiated margin interest rates for high net worth customers; performed general compliance on products suggested by licensed (sales) associates. Coached associates on proper telephone etiquette; monitored customer calls for quality; provided training techniques to improve cross-selling efforts. Conducted and managed the Stock Purchase Plan & Option Grant training for numerous affiliates nationally.

- Restructured an existing branch to become the top asset gathering and model branch.
- Marketing initiatives resulted in average new accounts increasing from 55 to 175 per month generating **\$40 million new dollars per branch** under management during the first quarter after pilot launched.
- Recognized as the Top Contributor for the North American Sales Organization.
- Recognized on the Wall of Fame on several occasions for superior customer service.
- Moderator for the Online Customer Service Forum.

Marketing Representative (Pre-Contracting), John Hancock

Nov 1997-Dec 1998

Wrote life, health, and accident insurance contracts for individual and group customers. Provided variable annuities and mutual funds contracts to individual investors. Prospected potential markets for target clients and scheduled appointments with prospective clients. Conducted needs assessments for prospective clients and made recommendations.

Marketing Analyst, Diversified Health Services

Sep 1996-Dec 1998

Continuously reviewed and maintained a high level of familiarity with state regulatory and zoning requirements for the development of geriatric care facilities nationally. Established and cultivated ongoing relationships with state regulatory officials to insure proper adherence to regulatory guidelines. Determined market areas for the development of retirement communities valued at **\$15 million** and higher. Prepared comprehensive recommendations based on market research to include room sizes and rates. Briefed top-level executives, board member, and committees on proposals to develop retirement communities using Power Point. Responsible for client billings and the management of accounts receivable. Developed and implemented new methodology used to determine the feasibility of proposed communities. Installed, trained members, and managed a time tracking, accounts receivable, and billing software program.

Training Manager, United States Air Force

Sep 1992-May 1997

Supervised approximately 800 personnel. Provided procedural guidance and training to insure proper adherence to regulatory requirements. Trained and counseled personnel on professional behavior and appearance. Responsibilities included scheduling duties, employee-relations, and routine performance checks. Implemented team building exercises, which lead to, increased growth and development through diversity. Developed sensitivity training program; enhanced cultural awareness. Implemented a group study program; increased student pass rate by 40%.

EDUCATION

Bachelor of Business Administration, 1996
Midwestern State Univ., Wichita Falls, TX
Major: Accounting Minor: Computer Science

Associate of Applied Science, 1992
Com. College of the Air Force, Mont., AL
Major: Information Management

Other Related Skills: Sales Management, Organizational & Time Management, Customer Service-Management, Leadership, Associate Development, Procedural Compliance and Reporting.

References Upon Request

Board/Commission

Division of County Government

Name: Barbara J. Hulet

Date of Birth: 5/11/54 Race Black M F ✓

Business Name: MIFA

Business Address: 910 Vance Ave Zip: 38126 Phone 529-4538

E-mail bhulet@miFA.org Fax 529-4500

Education:

Name of Spouse: NA Number of Children 1

Home Address: 890 Bramblewood Zip 38109 Phone 785-3389

Resident of Shelby County 36 years.

Have you ever been convicted of a felony? Yes No ✓

I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes No

yes per Ms Hulet - L.L.

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

NA

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

Barbara J. Hulet
Signature

8/18/09
Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings No. Attend No. Absent

Disposition:

Approval Resolution Item #

**NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS,
AUTHORITIES OR COMMISSIONS**

Pursuant to Resolution #26 adopted July 26, 1993, as amended, each person who submits his or her name for nomination to serve on a board, authority, or commission subject to approval by the Shelby County Board of Commissioners shall submit a list of all private county, social, athletic or professional clubs of which that person is a member. In the event it is determined that any such clubs are discriminatory in choosing their members on the basis of race, sex, or religion, the Shelby County Board of Commissioners may use this information in voting to reject the nominee.

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 Memphis Police Ambassador - Raine Station
- 2 Westwood Neighborhood Assoc
- 3 Relative Caregiver Advisory Board
- 4 LINC/Shelby County Providers Network
- 5 _____
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 ~~AA~~
- 2 _____
- 3 _____
- 4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 AA
2 _____
3 _____
4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes ☒ No

Submitted:

Barbara J. Hulet

(Print Name)

Signature:

Barbara J. Hulet

Date:

8/18/09

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. **NAME**
Barbara J. Huleste
2. **DATE OF GRATUITY**

3. **NATURE AND PURPOSE OF THE GRATUITY**

4. **NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY**

5. **NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**

6. **ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**

7. DESCRIPTION OF THE GRATUITY

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Barbara J. Huletto
Signature

8/18/09
Date

Barbara J. Huletto
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

Barbara J. Hulette
890 Bramblewood Lane * Memphis, TN 38109
(901) 785-3389

Professional Objective: To obtain a position that will utilize my extensive experience outlined in my resume'.

Strengths:

- *Computer literate; Excel, Works, Word, ADP Payroll, Customer Relations and knowledge of Peachtree & MAS90 Accounting
- *Readily assume responsibility, quick to inspire confidence
- *Organized; can accommodate a demanding schedule
- *Consistently meet deadline with minimal to no supervision
- *Ability to facilitate, coach, train and motivate others

03/02 - Present **Emergency Service Social Worker**
MIFA

- *Promptly and accurately screen clients and maintain office files
- *Make home visits to deliver services
- *Prioritize the needs of those seeking assist
- *Facilitate meetings and trainings with other agencies and staff members

12/01 - 09/01 **Accounting Clerk**
Whitehaven Southwest Mental Health Center

- *Reconcile several accounts
- *Payroll breakdown between several funding sources
- *Payroll time cards

01/01 - 09/01 **Accounting Support Specialist**
Accountants and Bookkeepers Personnel
Backyard Burger

- *Accurately maintained and manage account payable and receivable department
- *Entered invoices, make payment to and collect from vendors

Accounts Payable Specialist
Accountants and Bookkeepers Personnel
Sacred Heart League

- *Accounts payable and receivable
- *Journal Entry/General Ledger maintenance
- *Payroll/Bank Reconciliation
- *Month end Data and Spreadsheet

08/00 - 01/01 **Owner/Operator**
People Services
Property Management Company

- *Recruit new business, set up accounts
- *Receipt and deposits
- *Day to day operation of a business

01/98 - 07/01

Full Charge Bookkeeper (3 Locations)

Lawrence Johnson Realtors

*Process Agents Commission Checks (100 + agents)

*Employee Payroll

*Maintain Employee Personnel files

*Reconcile Bank Statements/Receipt and Deposit

*All phases of Accounts Payable/Receivable

*Monthly, Quarterly and Annually Close-out reports

*Heavy Computer Usage

2000 Conversion from DOS to Window (Peachtree Complete Accounting)

10/97 - 01/98

Accounts Receivable Clerk

Brannon Professional LLC

*Post Payment to Accounts

*Accounts Receivable

*Account balances and bank deposits

05/97 - 10/97

***Accounts Payable Processor**

ServiceMaster/TruGreen Chemlawn, Inc.

*Set-up 1099 accounts

*Set-up new vendors

*Processed account payable

*Responsible for making any changes or correction to customer accounts

05/95 - 03/97

Customer Service Professional (Team Leader)

Payoff Specialist (Team Leader)

*Boatmen's National Mortgage, Inc.

*Assist Reps with calls or customers concerns

*Account Analyst

*Handle calls from mortgagor, attorneys, and government agencies concerning escrow accounts, payoffs, and loan assumptions

*Resolve customer complaints

*Quote payoff information on FHA and VA loans

*Prepare payoff statement (calculate interest & prepayment penalties)

05/95 - 03/97

Customer Service Professional

MCI Service Inc.

*Answer incoming and outgoing calls

*Problem resolution and credit card approval

*Balance account information

References upon request

Name: Rickey H. Hudson, M.D.

Date of Birth: 01-27-1953 Race B M X F

Business Name: Total Health Care Assoc

Business Address: 4299 Elvrs Pres Zip: 38116 Phone: 901-332-5873

E-mail dr412@bellsouth.net Fax 901-332-6084

Education: LeMayne Owen 1976 Meharry College of Medicine 1982

Name of Spouse: Carol Hudson Number of Children 4

Home Address: 9376 Forest Wind Cove zip 38017 Phone 901-755-2392

Resident of Shelby County 56 years.

Have you ever been convicted of a felony? Yes _____ No X
I give authorization to Shelby County Government to request that the Shelby County Sheriff's
Department perform a background check. Yes X No _____

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

Total Health Care Assoc. - No business contracts, & shelby county government.

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

None

Signature

8-31-60

Date _____

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings

No. Attend

No. Absent

Disposition:

Resolution

— **ইসলাম** ঃ

Board/Commission

**NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS,
AUTHORITIES OR COMMISSIONS**

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Pursuant to the aforementioned Resolution you are hereby required to list all private county, social, athletic or professional clubs of which you belong.

- 1 Melrose Booster Club
- 2 America Medical Association
- 3 Bluff City Medical Society
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- (None)
- 1 _____
 - 2 _____
 - 3 _____
 - 4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 (None)

2 _____

3 _____

4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes

☒ No

Submitted:

Rickey W. Hudson

(Print Name)

Signature:

Rickey W. Hudson

Date:

5/3/09

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1.	NAME	None
2.	DATE OF GRATUITY	
3.	NATURE AND PURPOSE OF THE GRATUITY	
4.	NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY	
5.	NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY	
6.	ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY	

7. DESCRIPTION OF THE GRATUITY

above

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Signature

Rickey H. Hudson

Date

7/14/09

Print Name

Rickey H. Hudson, Mrs

A copy of your completed form will be placed on the Shelby County Internet website.

RICKEY H. HUDSON, M.D.

6525 Keswick Cove
Memphis, Tennessee 38119
(901) 763-4240

CURRICULUM VITAE

EDUCATIONResidency

MOREHOUSE MEDICAL COLLEGE, Atlanta, GA
Family Practice, 1982 - 1985

Medical

MEHARRY COLLEGE OF MEDICINE, Nashville, TN
Doctor of Medicine, 1982

Undergraduate

LEMOYNE - OWEN COLLEGE, Memphis, TN
Bachelor of Science, 1976

High School

MELROSE HIGH SCHOOL, Memphis, TN
Graduated, 1971

PROFESSIONAL EXPERIENCE

TOTAL HEALTH CARE, Memphis, TN
Medical Director, June 1993 - Present

ROSSVILLE HEALTH CENTER, Rossville, TN
Medical Director, November 1992 - October 1998

MEMPHIS HEALTH CENTER, Memphis, TN
Medical Director, December 1989 - October 1998

MARK LUTTRELL RECEPTION CENTER
Medical Director - State Prison, March 1991 - July 1991 &
July 1997 - April 1998

RICKEY H. HUDSON, M.D.*Page 2 of CV*

PROFESSIONAL EXPERIENCE - continued:

AARON E. HENRY HEALTH CENTER, Tunica, MS
Medical Director, December 1989 - December 1991

TENNESSEE FEDERAL PRISON, Memphis, TN
Consultant, June 1988 - December 1989

DOCTOR'S MEDICAL CENTER/DOCTOR'S HOUSECALL
Medical Director, April 1988 - January 1989

PRIMARY MEDICAL CARE, INC., Memphis, TN
Staff Physician - Minor Emergency Center, April 1988 - May 1989

Other Medical Exp.

SALVATION ARMY, Memphis, TN
Sponsor - Memphis Health Center Homeless Clinic, 1989 - 1991

DELTA HEALTH CENTER, Mound Bayou, MS, 1990

LICENSE

Tennessee Medical License No. MD018656

American Board of Family Practice - Board Eligible

MEMBERSHIPS

AMA American Medical Association

AAFP American Academy of Family Practice

TAFP Tennessee Academy of Family Practice

BCMS Bluff City Medical Society

REFERENCES

Upon Request

Shelby County Community Services

Board/Commission

Division of County Government

Name: NATT ANDREW OKON-OFUADate of Birth: 04/29/48 Race BLK (M) FBusiness Name: Shelby County Government; Division of CorrectionsBusiness Address: 1045 N. WILKINS ST. RD. Zip: 38134 Phone: 385-4730E-mail: natt.okon@shelbycountytn.gov Fax: 377-4699Education: Master's degree in EconomicsName of Spouse: NA Number of Children: FOURHome Address: 8180 Wood Moss Cir Zip: 38018 Phone: 309-0745Resident of Shelby County 1979-30 YRS years.Have you ever been convicted of a felony? Yes (No)I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes (Yes) No (No)

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

None

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

None

Natt Okon-Ofua
Signature

August 13, 2009
Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings No. Attend No. Absent

Disposition:

Approval Resolution Item #

**NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS,
AUTHORITIES OR COMMISSIONS**

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Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 HOPE PRESBYTERIAN CHURCH
- 2
- 3
- 4
- 5
- 6
- 7
- 8

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 NONE
- 2
- 3
- 4

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

1 NONE
2 _____
3 _____
4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes ☒ No

Submitted: NATE ANDREW O'BON-OFUA
(Print Name)

Signature: [Signature]

Date: August 13, 2009

GRATUITY DISCLOSURE FORM

Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. NAME

NONE

2. DATE OF GRATUITY

N/A

3. NATURE AND PURPOSE OF THE GRATUITY

N/A

4. NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY

N/A

5. NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

N/A

6. ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY

N/A

7. DESCRIPTION OF THE GRATUITY

N/A

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

N/A

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Matt Andrew Okon-Ofua
Signature

August 13, 2017
Date

MATT ANDREW OKON-OFUA
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

GRATUITY DISCLOSURE FORM**Shelby County Ethics Commission**

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. **NAME**
NONE
2. **DATE OF GRATUITY**
NA
3. **NATURE AND PURPOSE OF THE GRATUITY**
NA
4. **NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY**
NA
5. **NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**
NA
6. **ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**
NA

7. DESCRIPTION OF THE GRATUITY

N/A

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

N/A

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.


SignatureJune 24, 2009
DateMATT O'DONOGHUE
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

MATT OKON-OFUA
P.O. Box 750021
Memphis, Tennessee 38175
(901) 864-3227 email: mrockwill@bellsouth.net

QUALIFICATIONS

Experience includes extensive knowledge of curriculum through multi-level teaching and administrative leadership experiences, and skillful ability to improve communication and enhance curriculum as well as educational standards. Offer outstanding communications and organizational skills.

- * Recognized for outstanding educational and community development contributions.
- * Experienced in monitoring, coordinating, instructing, and implementing education programs, based on compliance with local, state, and federal guidelines.
- * Elected/volunteered to serve on committees impacting a positive performance of the overall educational program.
- * Skilled at interacting between students and parents; and between/among administration, teachers, and individuals from diverse backgrounds.

EXPERIENCE

SHELBY COUNTY GOVERNMENT, Memphis, TN, 1/04 - Present

3-R Project - Transition Coordinator (6/06-Present) Utilize highly effective communication, relationship development, and management skills to manage a caseload of adult offenders in the community re-integration process. Have been instrumental in helping individuals to initiate education, start jobs, get housing, and re-build relationships with family members.

- * Have created an awareness of programs and agency goals to facilitate cooperative partnerships within the administration and community (including the development of coalitions for job placement, housing, and other agencies).

Program Specialist - Division of Corrections (8/04-6/06) Coordinated with outside contractors that provide services to the Division of Corrections. Visited project sites to determine project progress. Supervised maintenance craftsman (plumbers, electricians, carpenters, welders, mechanics, and utility personnel).

- * Managed exterior and interior maintenance of County Correctional Facilities pursuant to designated standards and specifications.

Program Administrator / Instructor (1/04-8/04) As Program Administrator, worked to: increase effectiveness of on-site instructional programs; improve utilization of existing instructional material and support systems; to promote coordination and internal consistency in goal setting. Organized and presented lessons in a logical, progressive manner. Established a positive learning environment that encourages individual growth and motivates students to achieve optimal performance levels.

- * Arranged and coordinated classroom guest speakers (area business executives).

CITY OF MEMPHIS - General Services Division, Memphis, TN, 10/02 - 1/04

Building Specialist As a Licensed Home Improvement Contractor developed maintenance management floorplans to coordinate day-to-day repair of city owned buildings. Responsible for going on-site to research components, photograph, and investigate existing equipment; compile and design updated floorplan and download to PS System for maintenance and installation personnel.

- * Utilized skills and knowledge in Floorplan Program development which drastically lowered building site visit costs by \$60,000 annually.

ITT TECHNICAL INSTITUTE, Memphis, TN, 3/02 - 10/02

Adjunct Instructor of Economics Evolved teaching technique and supervisory abilities to a level to ensure that curriculum was effectively communicated and that student skills growth and retention goals were met. Organized lessons in a progressive manner, select teaching materials based on educational objectives, and interrelate with students from diverse backgrounds.

- * Designed, developed, implemented, and led progressive and comprehensive educational programs as well as daily lessons focusing toward specific objectives.

KIRBY AUTO SERVICE, Memphis, TN, 1/99 - 1/02

General Manager/Owner Set an aggressive pace to build sales and profitability for this business.

Applied management skills and took an active role in managing projects (estimating, materials, acquisition/expediting, quality, interdepartmental communication) to prevent delays in repair process. Managed 50-60 projects per month which equates to over \$350K annually in business responsibility.

- * Coordinated and planned projects from initial customer contact through customer acceptance which included overseeing repairs and working with repair team to expedite their material needs.
- * Successfully sold business.

SANITORS, Memphis, TN, 4/96 - 1/99

Supervisor Coordinated contract professional cleaning services for buildings under contract with Sanitors.

Developed and maintained a staff of 12 cleaning personnel and coordinate on-site cleaning efforts.

Oversaw contract services to ensure quality standards are met. In absence of manager, pulled work orders, reviewed special assignments and coordinated personnel as needed.

- * Reduced absenteeism and increased production.

CITY OF MEMPHIS & SHELBY COUNTY GOVERNMENTS, 1990 - 10/98

Associate Economic Planner Administered TIIP (Tennessee Industrial Infrastructure Program) in Memphis and Shelby County, and directed the civic effort to create an infrastructure to increase the momentum for economic development and job creation. Advise consultants and committee members who were involved in the progression of the "strategic economic development plan" for the City of Memphis and Shelby County. Oversaw 12 projects with \$10.1 million in infrastructure grants that created over 600 jobs.

Associate Economic Planner (1984-1990). Developed and implemented strategy to coordinate administration of the Small Business Administration (SBA) 503/504 Loan Program in Fayette, Lauderdale, Shelby and Tipton Counties through the West Tennessee Investment Corporation (a non-profit and SBA certified development company). Handled 11 projects with \$1.7 million that created 300 jobs in Shelby County.

NIGERIAN AGRICULTURAL COOPERATIVE BANK, 1982 - 1983

Consultant. Responsible for 25 new business start-ups and expansions and a capital investment of \$1.3 million.

- * Prepared feasibility studies.
- * Visited project sites.
- * Supervised eight personnel.

FIRST TENNESSEE BANK OPERATION CTR., Memphis, TN, 1979 - 1982

Expeditor/Reconciler - Data Capture Department.

STATE OF TENNESSEE, Knoxville, TN, 1977 - 1979

Property and Inventory Officer

EDUCATION

MIDDLE TENNESSEE STATE UNIVERSITY, Murfreesboro, TN

Master of Arts in Economics, 12/78

UNIVERSITY OF TENNESSEE, Knoxville, TN

Bachelor of Science in Agricultural Economics, 8/75

ABRAHAM BALDWIN AGRICULTURAL COLLEGE, Tifton, GA

Associate Degree in Agricultural Economics, 3/74

Other Training

- * Diploma in General Banking, American Institute of Banking, 5/82
- * Completed the City of Memphis Program on Professional Development and the Shelby County Program on Effective Supervisory Practices.
- * Emergency Response Training,, Emergency Management Association, 8/05

Board/Commission

Division of County Government

Name: EVA E. MosbyDate of Birth: 05/18/60 Race B M F ✓Business Name: Department of Human ServicesBusiness Address: 170 N. Main, 9th Floor Zip: 38103 Phone 901-543-7356E-mail: EVA.Mosby@TN.gov Fax 901-543-6084Education: Master of Public AdministrationName of Spouse: Dennis Mosby Number of Children 0Home Address: 4971 Rocky Knob Dr Zip 38116 Phone 901-332-9272Resident of Shelby County 23 years.

Have you ever been convicted of a felony? Yes No ✓
 I give authorization to Shelby County Government to request that the Shelby County Sheriff's Department perform a background check. Yes ✓ No

I also understand that other sources including the official state websites listing sexual predators and a check of outstanding balances owed to departments and offices of county government may be performed.

List any affiliation or ownership interest you have in any business, corporation, or partnership, and if such business contracts with or sells products or services to Shelby County Government.

N/A

List members of family, where employed, and whether or not their employer contracts with or sells products or services to Shelby County Government.

N/A

Eva E. Mosby
 Signature
08/13/09
 Date

(For Office Use Only)

Attendance Record (if applicable)

No. of Meetings No. Attend No. Absent

Disposition:

Approval Resolution Item #

**NOTICE TO ALL PROSPECTIVE APPOINTEES TO SHELBY COUNTY BOARDS,
AUTHORITIES OR COMMISSIONS**

Pursuant to Resolution #26 adopted July 26, 1993, as amended, each person who submits his or her name for nomination to serve on a board, authority, or commission subject to approval by the Shelby County Board of Commissioners shall submit a list of all private country, social, athletic or professional clubs of which that person is a member. In the event it is determined that any such clubs are discriminatory in choosing their members on the basis of race, sex, or religion, the Shelby County Board of Commissioners may use this information in voting to reject the nominee.

Pursuant to the aforementioned Resolution you are hereby required to list all private country, social, athletic or professional clubs of which you belong.

- 1 Methodist Extended Care Hospital (MECH)
- 2 Women's Foundation
- 3 Tennessee Government Executive Institute (TGEI)
- 4 Leadership Memphis
- 5 _____
- 6 _____
- 7 _____
- 8 _____

List below any of the aforementioned clubs of which you belong that do not have female members.

- 1 N/A
- 2 _____
- 3 _____
- 4 _____

List below any of the aforementioned clubs of which you belong that do not have minority group members (e.g., African American, Hispanic, Asian).

- 1 N/A
- 2 _____
- 3 _____
- 4 _____

Do any of the aforementioned clubs of which you belong discriminate in selecting members based on race, sex, or religion?

Circle Below:

Yes ☒ No

Submitted: EVA E. Mosby
(Print Name)
Signature: Eva E. Mosby
Date: 08/13/09

GRATUITY DISCLOSURE FORM
Shelby County Ethics Commission

INSTRUCTIONS: This form is for all persons receiving any Shelby County Government contract, land use approval or financial grant money to report any gratuity that has been given, directly or indirectly, to any elected official, employee or appointee (including their spouses and immediate family members) who is involved in the decision regarding the contract, land use approval, or financial grant of money.

1. **NAME**
Eva E. Mosby
2. **DATE OF GRATUITY**
N/A
3. **NATURE AND PURPOSE OF THE GRATUITY**
N/A

4. **NAME OF THE OFFICIAL, EMPLOYEE, APPOINTEE, OR FAMILY MEMBER WHO RECEIVED THE GRATUITY**
N/A
5. **NAME OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**
N/A
6. **ADDRESS OF THE PERSON OR ENTITY THAT PROVIDED THE GRATUITY**
N/A

7. DESCRIPTION OF THE GRATUITY

NA

8. COST OF THE GRATUITY (If cost is unknown and not reasonably discernible by the person giving the gratuity, then the person giving the gratuity shall report a good faith estimate of the cost of the gratuity.)

NA

9. The information contained in this Gratuity Disclosure Form, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief and affirm that I have not given, directly or indirectly, any gratuity to any elected official, employee or appointee (including spouse and immediate family members) that has not been disclosed and I affirm that I have not violated the provisions of the Shelby County Government Code of Ethics.

Eva E. Mosby
Signature

08/13/09
Date

Eva E. Mosby
Print Name

A copy of your completed form will be placed on the Shelby County Internet website.

Eva E. Mosby

4771 Rocky Knob Dr.
Memphis, TN 38116
901-332-9272 (Home) 901-543-7821 (Work)

Objective:

To utilize my skills and expertise to allow further career development.

Experience:

Field Management Director 2 – 08/08 – present – Tennessee Department of Human Services, Memphis, TN

- Provides overall leadership, direction and management for the implementation of the Family Assistance personnel, offices and programs (including Families First, Food Stamps, TennCare/Medicaid and Child Care Certificate).
- Provide guidance to the Field Management Director 1s.
- Coordinates program administration with State Office Policy Directors to ensure timely and effective policy implementation for Family Assistance programs. Development and implement new initiatives.
- Ensure accountability in the administration and development of Department programs through continuous performance management designed to achieve measurable outcomes.
- Plans and executes staff assignments, building management and operational changes to address the needs of staff.
- Develops and maintain effective working relationship with all sections of the Department that have staff located in the local offices.
- Represents the Department appropriately in public by providing clear interpretations of departmental policy and philosophy to community leaders, advisory bodies, concerned citizens, Legislator, law enforcement and the media.

District Director - 11/02 – 08/08 - Tennessee Department of Human Services, Memphis, TN

- Responsible for providing leadership, direction and management of the Family Assistance Programs (Food Stamps, Families First, Child Care Certificate and Medicaid/TennCare) in Shelby County.
- Serve as a direct contact with the Department of Human Services state office in Nashville. Work closely with the District Administrator and the state Family Assistance Directors to ensure accountability in the administration of the Department programs.
- Directly supervisor six program supervisors, three program coordinators and an administrative secretary. Provide leadership to over 500 employees in Shelby County. Work with the program supervisors to assess the effectiveness of the program and to improve the operation and the management skills.
- Hold monthly meeting with the forty field supervisors, three program coordinators, ten office supervisors and the six program supervisors in Shelby County. Meet with the Families First contractor on a monthly basic. Serve as a liaison with the other community organization.

Technical Assistant/Interim District Director - 01/01 – 11/02 - University of Memphis, Memphis, TN

- Ensure that each contractor successfully completes the terms and conditions of their grant. Ensure effective program outcomes by providing for the technical assistance needs of Families First contractors.
- Implement expeditious corrective actions in a cooperative endeavor between the Tennessee Department of Human Services and the local contractors.
- Served as the Interim Director from May 2001 through November 2002 – same job duties as above.

Program Coordinator - 12/97-01/01 - Tennessee Department of Human Services, Memphis, TN

- Monitor program policy administered by Field Staff/conduct training for field staff. Work with District and State Office staff to improve Tennessee's Food Stamp programs. Assist the District and State Office in monitoring the broad spectrum of quality programs.

Field Supervisor - 07/96 - 12/97 - Tennessee Department of Human Services, Memphis, TN

- Provided assistance to frontline staff in Family Assistance at the Local Level to ensure timely and accurate benefits.
- Submitted weekly/monthly report to program supervisor/identified training needs and monitored the case manager performance. Interacted with parents and communication organization regarding the Families First Program.

Eligibility Counselor II - 08/86-07/96 - Tennessee Department of Human Services, Memphis, TN

- Determined eligibility for Medicaid, AFDC and food stamps. Review, interpret and apply policy and procedures.
- Encode information in the computer system and exercise total quality management. Served on a Case Management Task Force to the Commissioner of Family Assistance.

Education:

2002 – 2006 University of Memphis, Memphis, TN – Master in Public Administration
1980–1982 Delta State University, Cleveland, MS – B.A. Business Administration - Finance
1978-1980 Northwest Mississippi Junior College, Senatobia, MS

Interests:

Member of Shelby County Volunteer Support Committee, Tennessee Government Executive Institute and Leadership Memphis.

Board Member:

Methodist Extended Care Hospital (MECH)
Shelby County Head Start Policy Council

References Available Upon Request

***The attendance records for the reappointed members to the
Community Advisory Board is listed below:***

<i><u>Board Member Name</u></i>	<i><u>No. of meetings</u></i>	<i><u>No. Attended</u></i>	<i><u>No. Absent</u></i>
<i>Janice Banks</i>	<i>8</i>	<i>7</i>	<i>1</i>
<i>Sherman Holman</i>	<i>8</i>	<i>6</i>	<i>2</i>
<i>Sherrell Lott</i>	<i>8</i>	<i>5</i>	<i>3</i>
<i>Stacey Greenberg</i>	<i>8</i>	<i>5</i>	<i>3</i>